

August 17, 2018
JOB VACANCY ANNOUNCEMENT

First District Appellate Court
160 North LaSalle Street
Chicago, IL 60601

Applicant may be required to submit additional materials and/or complete job specific tests for the position.

POSITION:	Appellate Court Research Attorney
DIVISION:	First District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
MINIMUM SALARY:	\$62,244
REPORTING RELATIONSHIP:	Legal Research Director

ESSENTIAL RESPONSIBILITIES: The Appellate Court Research Attorney researches and prepares legal memos and drafts appellate orders and opinions for the First District Appellate Judges.

FUNCTIONS INCLUDE:

- Researches and analyzes law regarding issues addressed by parties or the court.
- Reads and examines briefs and records; determines relevant cases to be read; verifies the jurisdiction of the court.
- Writes proposed dispositions, memoranda, orders, opinions or other legal documents.
- Prepares commentaries or memoranda of law accompanying proposed dispositions.
- Reads petitions for rehearing on assigned cases as needed, researches or redrafts as requested by authorizing judge and panel.
- Confers with judges, law clerks and other staff attorneys on assignments and corresponding analysis.
- Tracks status of pending cases through court clerks.
- Studies current legal publications, recent opinions of the Illinois Supreme and appellate courts and other relevant state and federal cases, reviews recent legislation.
- Conducts research on legislative intent of statutes.
- Conducts research and drafts proposed dispositions on complex cases involving voluminous trial records, issues of first impression, multiple legal issues and divergent prior opinions.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association is required. Applicant should possess excellent research, case analysis and writing skills.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents.

Interested individuals should submit a cover letter, resume including grade point average, writing sample and law school transcript via regular mail to:

**First District Appellate Court
Attention: Kathleen Warnick, Research Staff Director
160 North LaSalle Street, Room N1400
Chicago, IL 60601**

**Applicant's information must be received by Wednesday, September 19, 2018.
(Please no telephone calls or email)**

EQUAL OPPORTUNITY EMPLOYER